INFORMATION TECHNOLOGY ADVISORY BOARD
MINUTES – JANUARY 24, 2006
COMMUNITY COLLEGES BOARD ROOM

The Information Technology Advisory Board (ITAB) met January 24, 2006, at 10:30 a.m., in the Department of Community Colleges Board Room, Caswell Building, Raleigh, NC. Secretary of Revenue, Norris Tolson, presided.

The following ITAB members were present:

> Norris Tolson, Chair
> Anne Bander
> Joseph Cooper, Jr.
> Lee Mandell
> John McCann
> Robert McMahan (via teleconference)
> Thomas Miller
> Dede Ramoneda
> Steve Rao

The following ITAB members were absent:

> Bill Albers
> Jim Anderson
> Renee High Martin

WELCOME/ADMINISTRATIVE MATTERS

Chair Norris Tolson welcomed the ITAB members and noted that one member would be participating via conference call.

Chair Tolson called for a motion to approve the minutes of the October 25 and December 2, 2005 meetings. Lee Mandell moved that the minutes of both meetings be approved. The motion was seconded by Tom Miller and carried.

STATE CIO REPORT

State CIO George Bakolia said that he would defer to Jonathan Womer and Tom Runkle for their reports on two important initiatives: IT Consolidation and the implementation of Portfolio Management.

Chair Tolson added that he hoped that the ITAB would pay close attention to both of the reports.. Although the board is an advisory group and not a policy-making board, the members have unique insight and talents will be valuable in guiding the State CIO as he implements the mandates of SB 991. He also added that the ITAB members should feel free to call either him or the State CIO at any time with questions or suggestions.

BYLAWS REPORT

Chair Tolson called upon Anne Bander to present the Bylaws Committee report and recommendation. The Chair thanked Ms. Bander, Tom Miller and Lee Mandell for their efforts in finalizing the bylaws.

After Ms. Bander reviewed changes and additions to the articles in the draft bylaws, Joe Cooper asked for an example of something that the ITAB might vote on as an advisory board. Ms. Bander responded that a situation may arise where the board would want to express a unanimous view to the General Assembly. The Chair noted that, since the ITAB was created by the Legislature, the board's position on various matters should be taken into consideration by that body. Mr. Cooper moved that the ITAB accept the bylaws. Ms. Bander then proposed the two following additional amendments:

Addition to:
Article III. Membership and Qualifications of Service
(f) A Board member may send a delegate to represent them in their absence to hear information and present information. These substitutes will count towards the quorum. These substitutes are intended for occasional attendance, not as permanent or regular substitutes. These substitutes may not vote. The Chairperson shall be notified at least 24 hours in advance when such a substitution is going to occur.

Change in:
Article V. Meetings
(b) The regularly scheduled Board meetings shall be at a time and place approved by the Chairperson. A core agenda, as many meeting materials as practicable, and notice of meetings shall be provided to members of the Board by the Chairperson seven days in advance of the meeting. Any and all notices required by these Bylaws may be delivered electronically. Additional substantive issues may be added to the agenda if the Chairperson approves.

No objection was raised to these two friendly amendments. Dede Ramoneda seconded the motion to accept the bylaws, with amendments, and the motion carried.

CONSOLIDATION STUDY REPORT UPDATE

Johnathan Womer, Assistant State Budget Officer for Information Technology, presented an update to the Senate Bill 991 Report previously discussed at the December 2nd ITAB meeting.

The Office of State Budget and Management incorporated feedback from both the ITAB and the agencies in the final version of the report, which was being prepared for presentation to the Legislature.

Special focus was given in the board's discussion on the progress of conversion of contractor positions.

Mr. Womer noted that the recommendations in the budget report are just that – recommendations. While some would be carried out by the State CIO and some by the Office of State Budget and Management, the General Assembly would have the final say.

George Bakolia said agencies would be receptive to many of the recommendations. As an example, he already has been approached by four agency department heads for assistance in their hiring processes for new CIOs. This is not a requirement of the report but a good recommendation – it gives the State CIO the opportunity to be pro-active in assisting the agencies. The Chair added that the ITAB can advise and offer direction to the General Assembly.

Lee Mandell asked if there was a mechanism for carrying out any recommendations that required legislative approval. The Chair responded that would be decided after a determination of whether General Assembly action was required.

Discussion followed on how continuing costs will be handled for large, long-term projects.

The Chair added that this report would now be presented to the General Assembly.

LIFE CYCLE OF IT INVESTMENTS

Tom Runkle, ITS Strategic Initiatives Director, presented a report on the management of IT investments through the use of Application Portfolio Management (APM), Investment Portfolio Management (IPM), and Project Portfolio Management (PPM). The objective of portfolio management is better planning, management and budgeting by agencies and the state as a whole for applications that support critical business programs.

The Chair noted that SB 991 shifted project management assistance from the Information Research Management Commission (IRMC) to the State CIO. He added that ultimate approval authority of IT projects lies within the agencies with oversight by the State CIO. Further discussion followed on the role of department CIOs and how the Office of Information Technology Services assists the agencies.

IT FUND REVIEW

The State CIO said the proposed IT Fund budget for 2006-2007 was still being prepared. His priorities would be sustaining the efforts already being funded, including the business infrastructure program, the legacy assessment and portfolio management, improved security and project approval and review.

The State CIO said he planned to present the proposed IT Fund budget to the board at its next meeting.

Lee Mandell asked how initiatives are proposed for funding through the IT Fund. The State CIO said any initiative must follow an enterprise approach and his office and the Office of State Budget would prepare a recommended IT Fund budget for consideration by the Legislature. There are several routes for those who want to suggest initiatives, including the CIO's Office, the Budget Office and the Technology Planning Group.

AUTHORITY OF AGENCY CIOs.

The Chair noted that some state agencies' CIOs do not have responsibility for the entire IT budget within their agency and suggested this as an area where the board could make a recommendation to the General Assembly. Lee Mandell requested that a methodology for determining the optimal level of need and responsibility of a CIO within an agency be developed.

In follow-up discussion, Anne Bander said that it would be helpful if the board could receive information about agency IT budgets and agency CIOs.

The Chair said he would spend some time talking to some agency CIOs and bring this topic up for discussion at the next ITAB meeting.

<u>NEXT MEETING</u>

The next meeting of the ITAB will be held Tuesday, April 25, 2006, at 10:30 a.m., in the N.C. Community Colleges Board Room of the Caswell Building in Raleigh.

<u>ADJOURNMENT</u>

The meeting adjourned at 12:30 pm.